

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### SUPERVISING FIRE INSPECTOR

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Supervising Fire Inspector is the fourth level in a five level Fire Prevention series. Incumbents are responsible for supervising staff and administering fire prevention, public safety education, and/or hazardous materials programs.

The Supervising Fire Inspector is distinguished from the Senior Fire Inspector by its first-line supervisory responsibilities. The Supervising Fire Inspector is distinguished from the Fire Prevention Engineer, which is responsible for serving as the primary fire sprinkler plan reviewer for all buildings within the City.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|--|--------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>15% |
| 2. | Supervises the daily activities and operations of the fire inspection program, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily<br>25% |
| 3. | Supervises and participates in the preparation, review, and maintenance of reports and standard forms and letters; maintains the Fire Inspection plan review records.  | Daily<br>10% |
| 4. | Investigates difficult field problems, interprets applicable fire codes, standards and ordinances, and serves as a mediator/facilitator for compliance issues.   | Daily<br>10% |
| 5. | Supervises and participates in the identification of fire hazards, demonstrating fire hazard control techniques and instructs the general public in fire prevention methods.   | Daily<br>10% |
| 6. | Provides technical interpretation and advice regarding alternative methods of compliance with departmental policies, ordinances, laws, codes, standards and regulations.   | Daily<br>5%  |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Plans, develops, and coordinates the delivery of fire and life safety educational outreach programs for presentation to the general public, fire personnel, school groups, and civic organizations.	Daily 5%
8.	Supervises and participates in the preparation of correction notices and letters associated with inspections and prepares documentation in support of citations or warrants for the arrest of violators, including providing expert testimony in court hearings on criminal and civil matters filed by the Fire Prevention Division for violations of fire laws, ordinances, and regulations.	Daily 5%
9.	Analyzes the condition of buildings and prepares reports on the status and condition of existing buildings with regard to safety.	Weekly 5%
10.	Assists in the development of technical procedures, computer systems, and training programs.	Monthly 10%
11.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in a related field and three years experience conducting fire and life safety, hazardous materials and/or building inspections and completion of at least ten CSFM classes;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- California State Fire Marshal Fire Protection Specialist
- Must obtain California State Fire Marshal Plans Examiner certification within the probationary

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Departmental policies, procedures and principles;
- City geography and water supply and distribution system;
- Fire safety systems used in residential, commercial, industrial and institutional facilities;
- Fire inspection methods and techniques;
- Fire sprinkler and alarm installation methods;
- Mathematical concepts;
- Fire behavior;
- Recordkeeping principles and practices;
- Computers and applicable software and database systems;
- Customer service policies, principles and practices;

General writing principles and report writing techniques.

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Identifying acceptable construction methods and materials related to fire safety
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Providing customer services
- Dealing tactfully with difficult people both telephonically and in person
- Evaluating evacuation plans
- Preparing and performing mathematical calculations
- Conducting inspections and investigations
- Reviewing construction plans for compliance with applicable codes, ordinances, laws, rules, regulations, and project specifications
- Managing multiple priorities simultaneously
- Work in a changing environment
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to environmental hazards, gasses, chemicals, oils, travel and disruptive people.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008